

sent to the Inspector of Post-offices with a full report. An application for a telephone-office is to be referred to the Chief Telegraph Engineer, with a report of the cost and the probable revenue. Any estimate of cost of a proposed office is tentative, and applicants should be cautioned against acting on it as final. The proposed office may not bear the name of an existing office. A map or tracing of the locality, showing the position of the proposed office, should accompany the report. In recommending the opening of an office the officer recommending should name the postal district, the county in which the office is situated, and the circulating office.

19. When an office is proposed to be opened at a Native school or at a Native schoolmaster's residence under the control of the Education Department, or in charge of an officer or employee of any other Department, the Secretary is to be informed beforehand, in order that the permission of the Department concerned may be obtained. Action, or any promise or undertaking to open the office, should be deferred meantime.

20. The salary of a non-permanent Postmaster to be fixed according to the amount of business done at a newly opened office should be applied for by the Chief Postmaster not later than six months after the opening of the office. When a proposal is made to open a money-order office and a savings-bank, it should be made clear to the Postmaster that payment for the performance of the accounting-work is not made separately, but that such work is included in the total business on which the scale salary is based. When the money-order and savings-bank duties have been performed for a reasonable time the scale salary will be ascertained.

21. Maori names are, whenever possible, to be found for new offices. Chief Postmasters and Telegraph Engineers when recommending their opening must submit one or more suitable Maori names, together with the meanings thereof. Care should be taken that such proposed names do not clash with those of existing offices.

22. When a post or telegraph or telephone office is opened, or a Postmaster transferred, the Chief Postmaster must satisfy himself that the officer appointed or transferred is fully instructed in the duties of his office, and is in every way suitable and trustworthy.

23. Every office should be in a central and convenient situation, should afford adequate accommodation to the public, and should be supplied with all requisite fittings. No office may be established at a public-house without the sanction of the Licensing Committee (see section 168 of the Licensing Act, 1908), nor should an office continue to be maintained at a public-house when other accommodation is available.

24. No office may be removed from one site to another without the authority of the Secretary. When it is found necessary to remove an office, application must be made to the Secretary by the Chief Postmaster in respect of a post-office, or by the Telegraph Engineer in respect of a separate telegraph-office, and the position of the proposed new premises stated in the application. In the case of a combined office, the Chief Postmaster will first consult the Telegraph Engineer. When an office is closed, or transferred, the Chief Postmaster must satisfy himself that the sign "Post-office" is removed, and that the posting-box is closed. The Telegraph Engineer will take similar action in respect of telegraph appurtenances, unless the cost is likely to be great, when he should ask the Secretary for instructions.

25. The actual date of completing action of any kind in any matter of record must be reported to the Secretary, whether previously stated or not.